

**FOR OFFICE USE ONLY**

APPLICATION NO.: _____

DATE SUBMITTED: _____

GRAND OPENING SIGN PERMIT APPLICATION

Signs proposed in the Wolf Pen Creek District (WPC) must use the Wolf Pen Creek Building & Sign Review Application

MINIMUM SUBMITTAL REQUIREMENTS

- _____ Grand Opening Sign Permit application completed in full.
- _____ Sign permit fee (based on the valuation of the Sign).
- _____ \$25 Plan Review Fee
- _____ Supporting Information completed in full.
- _____ One (1) copy of sign graphic including:
 - _____ Location of proposed sign on building
- _____ One (1) copy of site plan including:
 - _____ Location of all proposed Grand Opening Signs (IE: banners, flags, balloons, etc.)

Proposed two-week display period: _____

(Must be within 60 days of granting the initial CO, change in the use, or a change in the name of the business).

Project Manager Approval: _____

Please indicate how you would like to receive your Grand Opening Sign Permit: ☐ Mail ☐ Pick up

NAME OF PROJECT: _____

ADDRESS _____

Description of all items proposed (IE: flags, banners, balloons, wind-driven devices, etc.): _____

APPLICANT/PROJECT MANAGER'S INFORMATION (Primary Contact for the Project):

Name _____

Street Address _____ City _____

State _____ Zip Code _____ E-Mail Address _____

Phone Number _____ Fax Number _____

CONTRACTOR: _____ PHONE: _____

CONTRACTOR ADDRESS: _____

VALUATION (Labor/Materials): \$ _____

SUPPORTING INFORMATION:

CURRENT ZONING _____

PRESENT USE OF PROPERTY _____

The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.

Signature of Owner, Agent or Applicant_____
Date

GRAND OPENING SIGN CHECKLIST

- PLEASE NOTE:**
- 1) Sign must be attached to face of building
 - 2) Grand Opening Signs shall be allowed for a maximum 14-day period per permit.

The following is needed in all districts for a Grand Opening Sign Permit:

- ☐ 1. Sign Graphics - Be sure to include to engineering scale:
 - a. Square Footage of the Sign.
 - b. Include pictures or graphics that show where the sign will be placed.
- ☐ 2. Number, scale and location of all grand opening signs (IE: banners, flags, balloons, etc.) on site plan.
- ☐ 3. Shall advertise only the name of, uses of, or goods or service available within the building, or tenant lease space, to which the sign is attached.
- ☐ 4. Shall be mounted parallel to the face of the building.
- ☐ 5. Shall not be cantilevered away from the structure.
- ☐ 6. Shall not extend more than one foot from any exterior building face, mansard, awning, or canopy.
- ☐ 6. Shall not obstruct any window, door, stairway, or other opening intended for ingress or for needed ventilation or light.
- ☐ 7. Shall not be attached to any tree, fence, or public utility pole.

All types of signs in the College Station Business Center must be approved by The College Station Business Center Advisory Board. Additional signage requirements may be found in the Business Center's Covenants and Restrictions.

Additional submittal requirements for signs and banners in O-V and the City's Business Center

- ☐ 1. Color samples.

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